LSU | Residential Life

2023-24 GUIDE

TRADITIONAL HOUSING ROOM SELECTION FOR FIRST-YEAR STUDENTS

CHOOSE YOUR ROOM & PULL IN ROOMMATES/SUITE MATES

You gain access to select your room and pull in roommate(s)/suite mate(s) into your room/suite based on the date you completed your housing contract or changed your housing preference.

Compare your time slot with members of your roommate group. See who has the earliest time slot and make that person the group leader so they can select your room or suite as early as possible.

Your room selection time slot is viewable on the "My Details" page in the housing portal.

GENERAL TIPS

You must have *completed* housing application and agreement by May 5, 2023, to participate in the online room selection process. Students who submit a housing application May 6, 2023, or later will have their room assigned by the housing team in June.

You can only make one room assignment in the online system. If you make a room assignment and want to change it, **do not cancel** your housing contract as this will delete your contract entirely and you will lose your priority application date. **If you need to make a room change,** email the Res Life Assignments Team at housing@lsu.edu.

ROOMMATE AND SUITE MATE TIPS

You'll only be able to pull in roommate(s)/suite mate(s) from your preferred roommate group into available spaces who haven't selected a room already and have the same housing preference as you (traditional housing). Yes, you can pull in roommate(s)/suite mate(s) who have a later time slot than you.

Being in a preferred roommate group **does not guarantee** you will be roommates. Only once you and your roommate(s)/suite mate(s) are confirmed in the room/suite are you officially roommate(s)/suite mate(s).

You must select a room/suite with enough available bed spaces (one for each student) in order to pull in your roommate(s)/suite mate(s) into your room room/suite. If there are not enough spaces available in the room/suite, you will not be able to invite all of your preferred roommate(s)/suite mate(s).

The online system time stamps the assignment made by each student. If two students try to select the same space, the earlier time stamp will be assigned.

> **HOUSING TIP:** Changing your housing preference after room selection time slots are established **will impact your room selection priority**. You will get a new, later time slot for your new housing preference.
>
> Email our team at **housing@lsu.edu** if you need to change your housing preference. It will take about 48-hours for your time slot to update in myLSU, and possibly longer if you have to be approved by a residential college first.

HOUSING PORTAL BASICS

LOG IN

Log in to the Housing Portal at lsu.edu/mylsuhome.

When navigating in the housing portal, please click on the section on the Progress Bar or the "GO BACK" button on the web page rather than using your browser's back button.
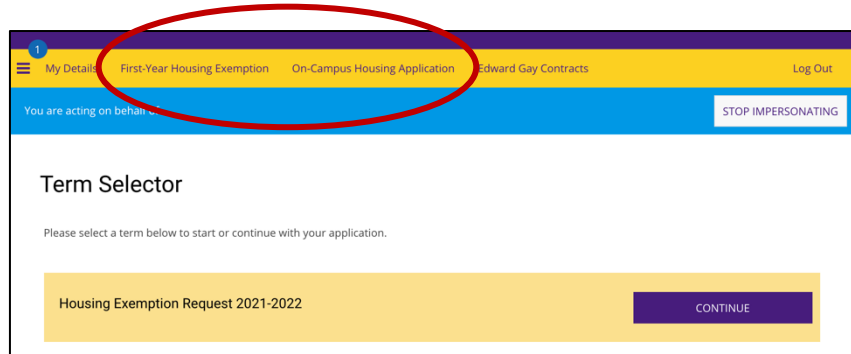
ON-CAMPUS HOUSING APPLICATION
or
FIRST-YEAR HOUSING EXEMPTION

All first-year students must complete a housing application /agreement or be approved for an exemption to the live-on requirement.

First-year students do not need to submit a housing agreement to request an exemption.

See lsu.edu/exemptions for a full list of qualifying exemptions.

MY DETAILS

Housing Preference on the "My Details" tab indicates your current housing preference. You will only be able to see other students with the same housing preference, or resident type, as you.

In this example, Mike's preference is to live in a traditional residence hall option. During roommate matching, he'll only be able to see other students whose preference is also traditional residence halls. He won't be able to see other students who prefer to live in a residential college.
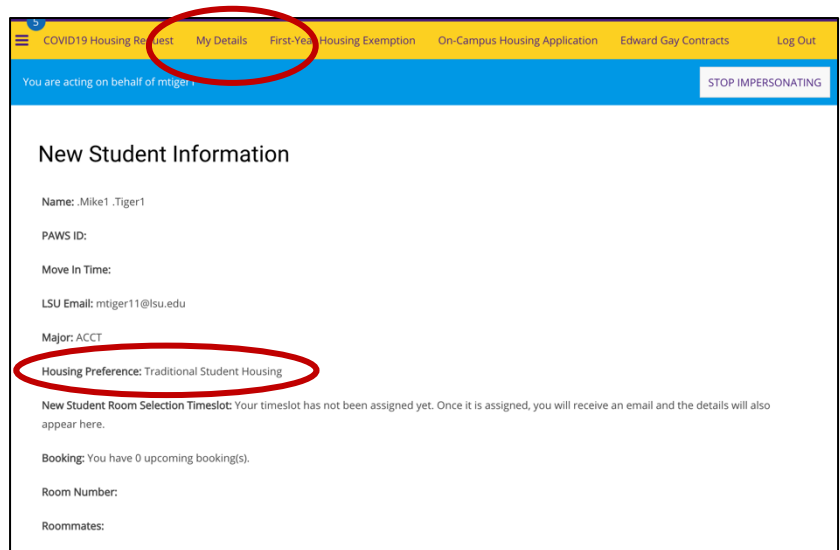
SELECTING A ROOM

After you log in following the directions on page 2 during or after your assigned room selection time slot, go to the Room Selection step and select an area or location from the Room List to see room availability in that building. You can select multiple areas or locations.

After you click on the area or location, a list of all rooms for that selection will appear. Scroll down the page or click "Next" to see more options. You can view the spaces available in each room before selection. Make sure to look at "Spaces Available in Room" for the amount of available spaces.

AVAILABLE SPACES: Make sure you select a room with enough spaces available for you and your preferred roommate(s)/suitemate(s). If there is only one bed space available in a two-student room, you will be assigned to that available bed space and will not be able to invite a roommate since there are no available bed spaces.

To select a room or suite, simply click on "Select", scroll down, and then click "Save & Continue" to move to the next step in the room selection process: Assigning Beds.
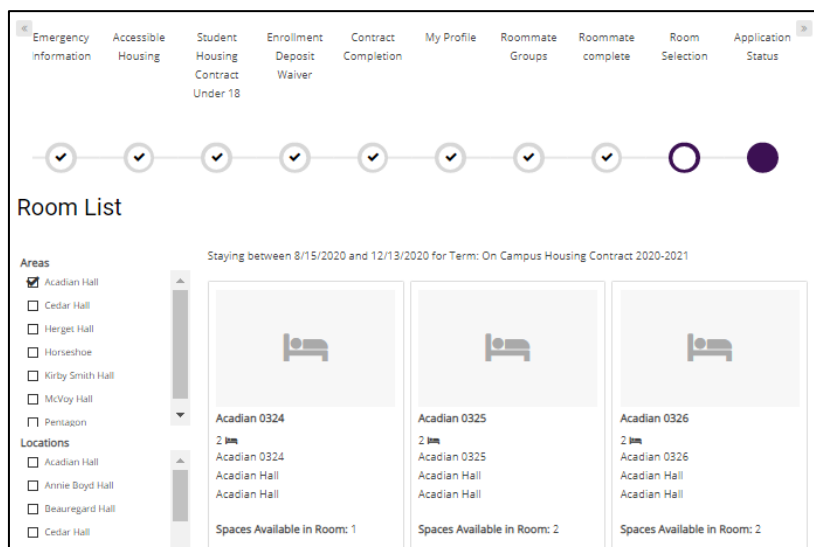

In this example, Acadian Hall 0325 is a two-student room with two beds available.

If you look at Acadian 0324, you will see a "1" next to "Spaces Available in Room", which means one bed in that room has already been selected by another student.

In the next example, South Hall 0305 is a two-student room with one bed available. That means the other bed in that room has already been selected by another student. It is also a suite-style room, so you will see that there are only three beds remaining in the suite.

In South 0304, that two-student room has two beds available, so no one has selected a space in that room yet.
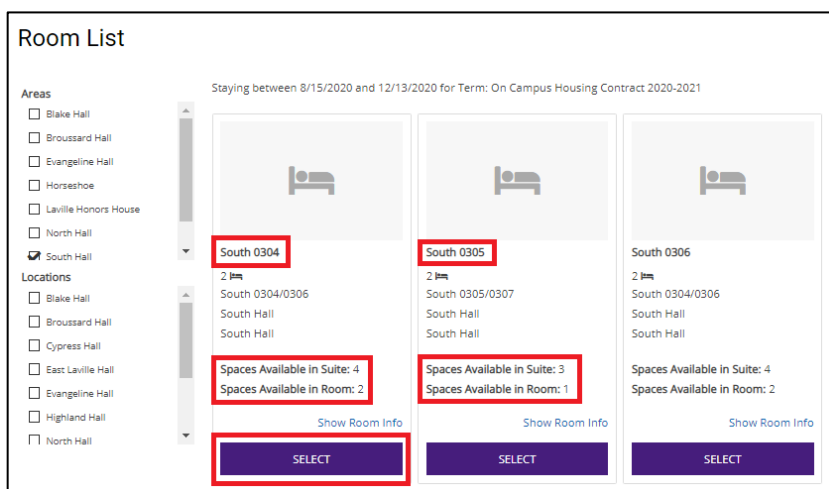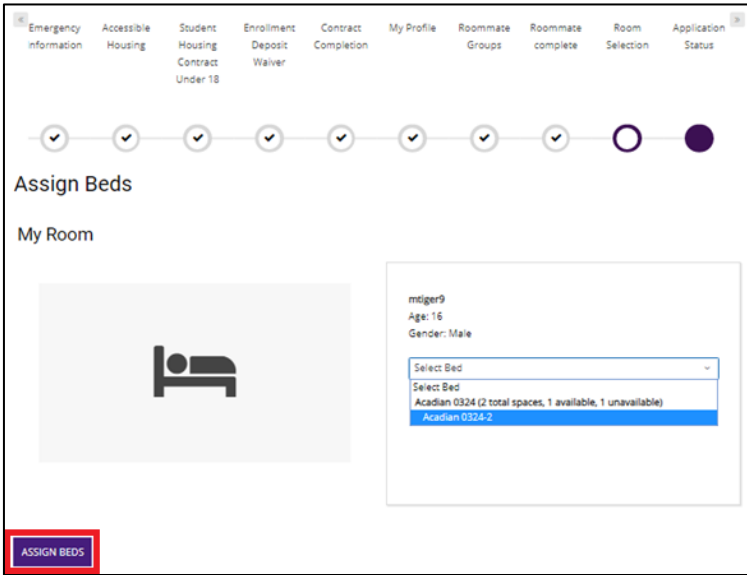

SUITE TIP: Make sure you know the suite numbers before selecting rooms.

Floor plans are available on each halls' web page and the connecting suite room numbers are also listed on the room selection page.

In this example, South Hall 0304 is connected to South 0306. So, to place a 4-person roommate group in a suite, you will select both rooms of the suite.

EXAMPLE 1:

EXAMPLE 2:

ROOM SELECTION: ASSIGN BEDS

On this screen, you will select your bed. You have ten minutes (10:00) to complete this process. If time expires, the system will time out, you will have to start over, and the space will not be held for you.

> **If you want to make changes to your assignment (building, room), you MUST do so before assigning beds.**
>
> To go back to the list of areas or locations to select a different room, use the progress bar at the top & select "Room Selection" in the system rather than using your web browser's "back" button.
>
> Click "Remove from Cart" to deselect the room and go through the selection process again.

In example 1, there is 1 available bed space out of 2 total bed spaces in the room.

Click "Select Bed" to trigger the drop down, and then select your bed. In this case, the student will select Acadian 0324-2 and then click "Assign Beds."

In example 2, you will assign beds for you & your roommate(s).

REMEMBER: The only roommates you'll be able to pull in are those listed in your "Roommate Group" in the housing portal who do not already have a room assignment.

In this example, there are 2 available bed spaces out of 2 total bed spaces in the room. Click "Select Bed" to trigger the drop down, and then select your bed. In this case, the student will select South 0304-1.

To assign your roommate(s) to a bed, find their PAWS ID under the My Roommates section, click "Select Bed" to trigger the drop down, and then select an available bed. You will notice that the drop down only allows you to select available beds and shows any beds taken.

In this case, the student will select South 0304-2 for the roommate. Follow the same process to place suitemates.

Once you have selected beds for you and your roommate(s), click "Assign Beds."
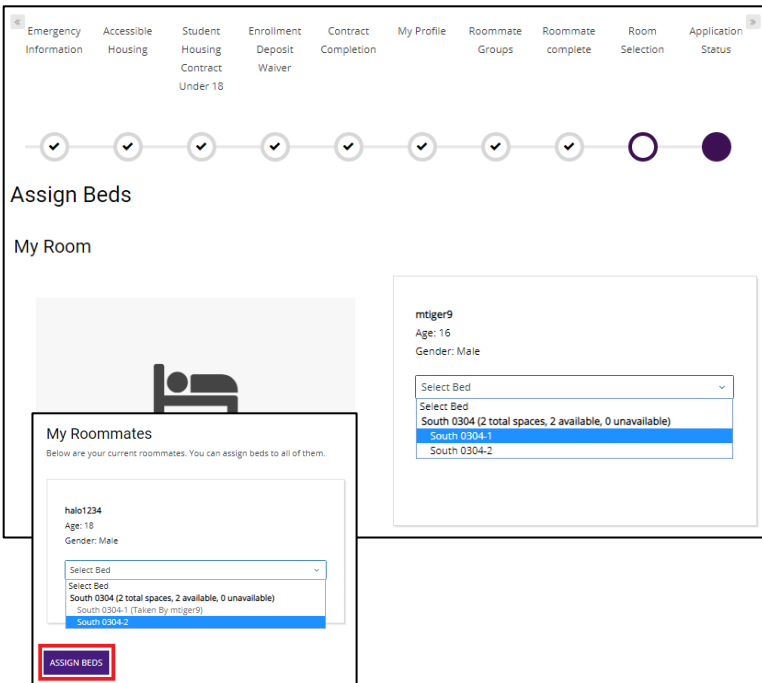
EXAMPLE 3:

In example 3, you will place three students in a suite (2 two-student rooms).

Make sure to look at "Spaces Available in Suite" for the number of available spaces (beds).

In this example, South 0105 and South 0107 have 4 spaces available in the suite. There are 3 students in the Roommate Group, so you will need to select more than one room to assign everyone to a bed in the suite.

Select the two rooms that make up the suite.

> **SUITE TIP:** Make sure you know the suite numbers before selecting rooms.
>
> Floor plans are available on each halls' web page and the connecting suite room numbers are also listed on the room selection page.
>
> In this example, South Hall 0105 is connected to 0107.

REMEMBER: The only roommates you'll be able to pull in are those listed in your "Roommate Group" in the housing portal who do not already have a room assignment.

Click "Select Bed" to trigger the drop down, and then select your bed.

In this case, the student will select South 0105-1.

To assign your roommate to a bed, find their PAWS ID under the My Roommates section, click "Select Bed" to trigger the drop down, and then select an available bed.

You will notice that the drop down only allows you to select available beds and shows any beds taken. In this case, the student will select South 0105-2 for the roommate.

Suite mate(s) will also appear under the My Roommates section. After assigning you and your roommate to your beds in your room, you will need to assign your suite mate(s) to the bed(s) in the other room.

In this case, the student will select South 0107-1 for the suite mate.

Once you have selected beds for you and your roommate(s)/suitemate(s), click "Assign Beds."
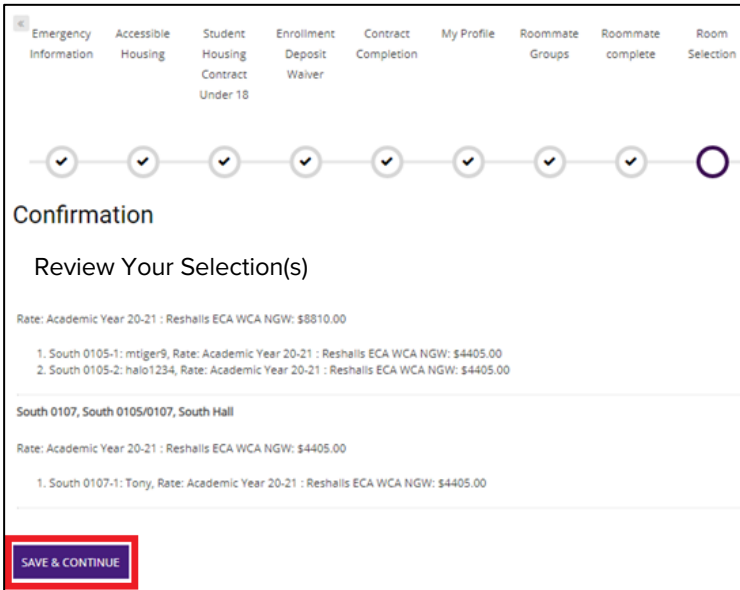
ROOM SELECTION:
REVIEW YOUR SELECTION(S)
On this screen, you will confirm the details of your room selection.

CLICKING "SAVE & CONTINUE" MAKES YOUR ROOM ASSIGNMENT FINAL!
Make sure you have your room and roommates to your liking before reserving your assignment!

You will not be able to go back and change it yourself.

After you complete the process, review your booking and roommate information on the "My Details" tab.

Remember you can only make one room assignment in the online system. If you make a room assignment and want to change it, do not cancel your housing application as this will delete your contract entirely and you will lose your priority date.

To make a room change, work with our staff by emailing us at housing@lsu.edu

FLOOR GENDERS

Spaces' gender designation is subject to change based on need.

This information current as of 5-8-2023.

Building floor plans with room and suite numbers are available on each hall's web page.

Hall/Apartment	Male Spaces	Female Spaces
Acadian Hall	Floors 3, 4	Floors 1, 2, 5
Annie Boyd Hall	Basement, 2	Floors 1, 3
Azalea Hall	Single-gender suites; not by floor	
Blake Hall	Floors 1 suite side, 2, 3 suite side	Floor 1-hall side, 3 hall side, 4
Broussard Hall	Floor 2	Basement, 1, 2, annex
Camellia Hall	Floors 2, 3, 4	Floors 1, 5
Cedar Hall	Single-gender suites; not by floor	
Cypress Hall	Floors 1, 3	Floors 1, 2
East Campus Apartments	Single-gender apartments	
East Laville Hall	Floor 3	Basement, 1, 2
Evangeline Hall	Floors 1, 3	Floors 2, 4, 5
Herget Hall	Floors 1, 3, 5	Floors 2, 4, 6
Highland Hall	Basement	Floors 2, 3, 4
Louise Garig	2, 3	
McVoy Hall	Floors 1, 2	Floors 3, 4
Miller Hall		Floors 2, 3, 4, 5, 6, 7
North Hall	Floors 1, 3	Floors 2, 4
Pentagon – Beauregard Hall	Stacks 3, 4	Stacks 1, 2, 5
Pentagon – Jackson Hall	Stacks 3, 4	Stacks 1, 2, 5
Pentagon – LeJeune Hall	Stacks 1, 2, 3, 4, 5	
Pentagon – Taylor Hall	Stacks 1, 2	Stacks 3, 4
South Hall	Floor 1	Floors 2, 3, 4
Spruce Hall	Single-gender suites; not by floor	
West Campus Apartments	Single-gender apartments	
West Hall	Floors 1, 2, 3	Floor 4
West Laville Hall	Basement, 3	Floors 1, 2